

9th Meeting of Fort River School Building Committee

**5:30-6:42 PM, Tuesday, May 8, 2018
Fort River Elementary School Library
70 South East Street, Amherst, MA 01002**

NOTE: This meeting is recorded by Amherst Media and made available to the public via amherstmedia.org.

AGENDA

1. Call to Order.
2. Approve Minutes of Previous Meeting.
3. Public Comments.
4. Public Engagement.
5. RFQ for Designers.
 - Discuss evaluation process.
 - Review any questions from prospective respondents.
6. RFQ for Geotechnical Services.
7. Review Current Invoices.
 - Invoice for recording meeting minutes – Vote.
 - Air quality testing – if available – Vote.
8. Committee Membership.
9. Future Meeting Dates and Location.
10. Adjourn.

IN ATTENDANCE (* voting member)

Jonathan Salvon, Interim Chair*
Anthony Delaney, Town of Amherst*
Ben Herrington

Maria Kopicki*
Heather Sheldon*

Diane Chamberlain*
Kristine Royal*

MINUTES

1. Call to Order.

Mr. Salvon calls meeting to order, stating that it is being taped by Amherst Media. The agenda (**Document 1**) is passed around.

2. Approve Minutes from Previous Meeting.

Various minor corrections are made to the minutes from the 8th meeting. Motion to approve minutes; seconded. Motion passes unanimously.

3. Public Comments.

No public comments.

4. Public Engagement.

The committee begins by discussing the website, the main interface with the public. **Updates to website** include the **membership list**; **added documents** that had been in circulation but not yet published to the site; reorganized the **front page** to give better idea of past timeline and current items; standardized some of **the html styles**. **Suggestions** made for 1) press release documents to be moved from “Working Documents” folder to “Press Releases” folder; 2) all RFQ drafts to be placed in one folder; 3) drafts previously unattached to meeting minutes to be attached. There should be a separate agenda item for press releases; suggestion is made for this to go underneath “Public Engagement”. **Translations:** Spanish translations have been procured for the documents in the library binder; Korean translations are underway; no current leads on Chinese translator (must be volunteer).

5. Press Releases (added to agenda during meeting).

Before being read aloud, two areas of concern are highlighted: **language detail** and **format for submission** to the bulletin (only as a press release or as a letter to the editor/guest column, as well?). Press release (**Document 2**) is read aloud. Committee members note various issues with spelling and wording, and also suggest **additions to content** (such as mentioning meeting notifications, agendas, minutes and documents, all of which will be posted on the website). There is debate over the wording and inclusion of the last sentence of the first paragraph (“Currently, a timeline and funding for building such a project is unclear.”). The committee aims to clarify what is meant (and not meant) by “**feasibility study**.” Motion to publish the press release; seconded. Motion passes unanimously.

6. RFQ for Designers.

41 people have opened the documents of the RFQ. The mandatory **walkthrough** is scheduled for tomorrow (**May 9**), to be conducted by Anthony Delaney and Jim McPherson. Committee members can be at the project site as long as they do not deliberate. A suggestion is made to **schedule a meeting shortly after the walkthrough** to address any questions that might come up.

- **Evaluation subcommittee. Responsibilities of subcommittee** include reading each submission (which are lengthy), deliberating, and arriving at finalists. Regarding the **size of the subcommittee**, a suggestion of five is made, since this would be less than a quorum and therefore the conversation could be less formal. Submissions should be in by **May 30**. The subcommittee will narrow the applicants down to three finalists, to be interviewed by whole committee. The subcommittee should start the development of the **standardized questions** (not open Q&A) to be asked in the interviews. Anyone evaluating cannot have a conflict of interest (personal, professional or financial). **Considerations:** scheduling of interviews and meetings, locations.

7. RFQ for Geotechnical Services.

Two-step process: 1) a geotechnician or surveyor is needed to **survey the site** and its utilities, then **compose a site plan** for the design team; 2) once the footprint and

boring locations are defined, the geotechnician would do the **borings and soil samples. Estimated fee of \$10,000** for these services (**\$3,000 for surveyor**). This would be outside of the previously discussed \$150,000. **Mr. Delaney has agreed to draft the surveyor's contract**, which needs to be sent out immediately; he will consult the other members of the RFQ working group.

8. Review Current Invoices.

- Invoice for recording of **meeting 7 minutes**. Motion to approve payment; seconded. Motion passes unanimously.

9. Committee Membership.

Discussion over **Mr. Herrington's official appointment**, which is still in process. How to fill the last vacancy on the committee (staff member)? **Could the member be retired?** This may be stretching the school committee's initial role definition (which was "Fort River teacher"), but could be prudent given the pressing need to fill the committee. **The chair will reach out to the school committee** to consider this idea. It may be a non-issue considering the committee was already granted the power to self-appoint. The committee decided they will advertise again for the committee opening and indicate special interest in emeritus teachers and staff members.

The interim chair (**Mr. Salvon**) **will be on hiatus** for three to four weeks between June and July; meetings will need to be run either by the vice-chair (Mr. Nakajima) or an elected acting chair.

10. Future Meeting Dates and Location.

The Fort River School will cease to be a usable location **June 21st**. **Mr. Salvon and Mr. Delaney will work on other possible locations**. The community room at the police station is available on a first come first serve basis. Rooms in the Town Hall can also be booked. **Looking forward** for next meeting: the **RFQ working group** will work on the contract for the survey; **Mr. Delaney** will make a report on what happened at the walkthrough; **all members** should brainstorm about the evaluation subcommittee; **Ms. Sheldon** will edit the press release and send it to Deb Westmoreland, and print out documents to update library binder; **Mr. Salvon** will make sure that Mr. Herrington gets his formal appointment, and will write a letter to Mr. Nakajima and Mr. Morris about the retired teacher position on the committee; **Ms. Royal** will update the budget and schedule.

Ms. Sheldon returns to the topic of the **press release format**; just submitting the press release to the bulletin does not ensure that it will be published. Its format could either be a traditional press release article, a letter to the editor, or a guest column. The committee concluded that a **letter to the editor** is the most likely to be published because it does not involve a journalist doing a report on the press release.

11. Adjourn.

Motion to adjourn; seconded. Meeting is adjourned.

DOCUMENTS

1. Agenda

Fort River School Building Committee
Meeting 9
Tuesday, May 8, 2018
5:30-7:30pm
Meeting being taped for broadcast on Amherst Media
LOCATION: Fort River Library

Agenda

Call to Order

Approve minutes of previous meeting

Public Comment

Public Engagement

RFQ for Designers:

- Discuss evaluation process
- Review any questions from prospective respondents

RFQ for geotechnical services

Review current invoices:

- Invoice for recording meeting minutes – Vote
- Air Quality Testing – If available - Vote

Committee membership

Future Meeting Dates and Location

Adjourn

2. Press Release RFQ Draft

DRAFT: 05/07/2018

Press Release

For Immediate Release

May 9, 2018

Contact:

Jonathan Salvon, Fort River School Building Committee, Chair

fortriversbc@amherstma.gov

On May 2, the Fort River School Building Committee released a Request for Qualifications (RFQ) for the Fort River Elementary School Feasibility Study. Through this RFQ process, the Building Committee will receive applications from architectural design teams interested in working with the Committee to provide the Amherst community with options for a Pre-k through 6th grade school on the Fort River site and the estimated costs of those preliminary design options. Currently, a timeline and funding for building such a project is unclear.

The design team who is awarded with this contract will be tasked with analyzing the Fort River site and school building, and proposing options for at least three feasible designs. The committee will ask the design team to give the community options that span a range of building costs, operating and maintenance costs, and environmental impacts of both initial construction and continuing operations of the building. The committee and design team will also consider how potential design solutions will effect the operations of the school during the construction of such a project. Renovation, addition, partial or complete demolition, and new construction will all be explored.

The successful design team will work with the building committee in a collaborative, iterative design process over an anticipated 6 months. During this process, the Amherst community will be invited to participate in public forums at three separate milestones to learn about the design processes and offer feedback.

An indoor air quality assessment of the existing building was recently conducted by ATC Group Services from West Springfield, MA. Results are expected to be available in June.

Also this past week, the Building Committee released an outline for community engagement to be followed during the tenure of the Building Committee's work. Community outreach includes public access to the committee's website (www.amherstma.gov/frsbc), a binder located in the circulation section of the Jones Library, an e-mail address to receive public comment (fortriversbc@amherstma.gov), an e-mail list serve, public forums, and scheduled press releases. We welcome feedback on this document that can be found at:

https://www.amherstma.gov/DocumentCenter/View/44280/20180425_Community-Outreach-Outline.